



### Educational Release Approval Form

Texas A&M AgriLife encourages the pursuit of educational opportunities for all employees to gain knowledge and skills to enhance their performance. AgriLife employees may register for as many courses as they wish outside of normal working hours. Employees may also register for courses held during normal work hours, provided they do so in accordance with the provisions outlined in System Regulation [31.99.01](#), *Employees Registering as Students*.

**INSTRUCTIONS:** This form is used by employees to request release time from work to attend educational classes. The form is retained in the employee's Personnel File.

Employee Name:	Title/Position:	Date:
Unit:	Course Number and Name:	Credit Hours:
Total Time Requested:	Course Number and Name:	Credit Hours:
Release time is requested for Fiscal Year: _____		
<input type="checkbox"/> Fall Semester Dates - From _____ To _____ <input type="checkbox"/> Spring Semester Dates - From _____ To _____ <input type="checkbox"/> Summer Semester Dates - From _____ To _____		
Release time for class hours requested is:		
<input type="checkbox"/> Monday time: _____	<input type="checkbox"/> Tuesday time: _____	<input type="checkbox"/> Wednesday time: _____
<input type="checkbox"/> Thursday time: _____	<input type="checkbox"/> Friday time: _____	<input type="checkbox"/> Saturday time: _____
Explain benefit to you and to the agency.		

Any additional time requested beyond the approved release time will require use of a flexible work schedule or other approved leave. The approved release time will not count as hours worked for purposes of FLSA overtime.

I hereby certify that I meet the provisions contained in System Regulation 31.99.01 and Agency procedures *Employees Registering as Students*.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

- Approved
- Disapproved

\_\_\_\_\_  
**Unit Head Signature**

\_\_\_\_\_  
**Date**

(With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.)